



Via First Class Mail

## NOTICE OF DATA BREACH

### What Happened

Biotrial Inc. values the importance of protecting the confidentiality of our volunteers' medical records. Therefore, we regret to inform you of an unfortunate incident that may have resulted in the unauthorized access of some of your protected health information. ("PHI"). Biotrial Inc. is not aware that your personal information has been further improperly disclosed or inappropriately used in any way. Nevertheless, we are required by federal regulation to provide you with written notification regarding this information breach.

### What Information Was Involved/ Incident Description

This incident occurred on August 8, 2019. Upon learning of the incident, Biotrial contacted the one individual who erroneously received your information, and the individual has confirmed that the information was securely deleted. The information inadvertently disclosed but later on deleted, includes your full name, address, and social security number.

### What We Have Done and Will Do In Response to the Breach

The privacy and confidentiality of our volunteers is of the utmost importance to Biotrial Inc. In response to this incident, an internal investigation has been initiated in our regulatory department.

- The involved staff who inadvertently shared your information has been terminated.
- Upon learning of the incident, Biotrial contacted the one individual who erroneously received your information, and the individual has confirmed that the information was securely deleted.
- With your authorization, Biotrial will offer you the service of credit file monitoring and automated alerts of key changes to your Equifax, Experian, and TransUnion credit files which helps prevent identity theft for not less than twenty four (24) months at no cost. We encourage you to call us at (973) 388-2848 from 9:00 a.m. to 5:00 p.m. Monday through Friday with any questions related to this breach and to provide you with more information regarding the credit file monitoring service.
- Biotrial reported this incident to NJ State Police
- This incident will be reported to the Institutional Review Board (IRB) .
- This incident will be reported to the Department of Health & Human Services in accordance with 45 CFR 164.
- We have created an incident log and will maintain documentation concerning this incident for a period of six years from the date of incident in accordance with 45 CFR Section 164.

### What You Can Do

Among the steps you may wish to take to protect yourself from possible adverse consequences of this incident:

- We are notifying you so you can take action along with our efforts to minimize or eliminate potential harm. Because this is a serious incident, we strongly encourage you to take measures now to help prevent and detect any misuse of your information.
- As a first preventive step, we recommend you closely monitor your financial accounts and, if you see any unauthorized activity, promptly contact your financial institution.

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- As a second step, you also may want to contact the three U.S. credit reporting agencies (Equifax, Experian and TransUnion) to obtain a free credit report from each by calling 1-877-322-8228 or by logging onto [www.annualcreditreport.com](http://www.annualcreditreport.com).
- Even if you do not find any suspicious activity on your initial credit reports, the Federal Trade Commission (FTC) recommends that you check your credit reports periodically. A victim's personal information is sometimes held for use or shared among a group of thieves at different times. Checking your credit reports periodically can help you spot problems and address them quickly.
- To protect yourself from the possibility of identity theft, New Jersey law allows you to place a security freeze on your credit files. By placing a freeze, someone who fraudulently acquires your personal identifying information will not be able to use that information to open new accounts or borrow money in your name.

To obtain a security freeze, please contact the three (3) major credit reporting agencies at the toll-free numbers below:

- Equifax – 1-866-640-2273
- TransUnion – 1-800-916-8800
- Experian – 1-800-509-8495

You can also contact the credit reporting agencies via mail, please see addresses below:

#### 1. How do I place a security freeze?

To place a freeze, you must write to each of the three credit reporting agencies. You must provide identifying information. If you are an identity theft victim, provide a copy of your police report of identity theft. Placing a security freeze on your credit report is free.

Write to the addresses below:

**Equifax Security Freeze**  
PO Box 105788  
Atlanta, GA 30348

- Send by certified mail.
- Name, current and former address, Social Security number, date of birth

[Web site](#)

**Experian Security Freeze**  
PO Box 9554  
Allen, TX 75013

- Send by certified mail.
- Full name, with middle initial and Jr./Sr., etc.
- Current address and home addresses for past five years, Social Security number, birth date, two proofs of residence (copy of driver's license, utility bill, insurance statement, bank statement)

[Web site](#)

**Trans Union Security Freeze**  
PO Box 2000  
Chester, PA 19016

- Send by regular or certified mail.
- First name, middle initial, last name, Jr., etc.
- Current home address and addresses for past five years, Social Security number, birth date

[Web site](#)

For more information, see the website for New Jersey Department of Banking and Insurance:  
[https://www.state.nj.us/dobi/division\\_consumers/finance/creditfreeze.htm#1](https://www.state.nj.us/dobi/division_consumers/finance/creditfreeze.htm#1)

For **Maryland residents**, you can obtain more information regarding steps to avoid identify theft from the Federal Trade Commission and the Office of the Attorney General.

- **Federal Trade Commission:** Address: 600 Pennsylvania Avenue, NW, Washington, DC 20580/ Toll-free Number: (202) 326-2222/Website: <https://www.ftc.gov/contact>
- **Office of Attorney General:** Address: 200 St. Paul Place, Baltimore, MD 21202/ Toll-Free Number: 1-888-743-0023/ Website: <http://www.marylandattorneygeneral.gov/Pages/contactus.aspx>

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For **North Carolina** residents, you can obtain more information regarding steps to avoid identify theft from the Federal Trade Commission and the Office of the Attorney General.

- **Federal Trade Commission:** Toll-Free Identity Theft helpline at [1.877.438.4338](tel:18774384338)/ Attn: Consumer Response Center/ Address: 600 Pennsylvania Avenue, NW, Washington, DC 20580/ Website: <https://www.ftc.gov/>
- **Office of Attorney General:** Telephone Number: [\(919\) 716-6000](tel:9197166000)/ Consumer Protection Division Address: 9001 Mail Service, Raleigh, NC 27699-9001/Website: <https://www.ncdoj.gov/>

We at Biotrial take our role of safeguarding your personal information and using it in an appropriate manner very seriously.

Biotrial Inc. apologizes for the concern this incident may have caused and assures you that we are doing everything we can to make sure an incident of this nature never reoccurs.

#### **For More Information**

For any questions you may have concerning this incident you may contact Jerry Sylvain, Human Resources Manager, at (973) 388-2852, [jerry.sylvain@biotrial.com](mailto:jerry.sylvain@biotrial.com), Address: 130 Norfolk street, Newark, NJ 07103.

Sincerely,

Jerry Sylvain  
Human Resources Manager  
130 Norfolk street  
Newark, NJ 07103  
Phone: (973) 388-2848  
[jerry.sylvain@biotrial.com](mailto:jerry.sylvain@biotrial.com).

CC: Nicolas Fauchoux, MD, Chief Operating Officer

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